



Indiana Pro Bono Commission
One Indiana Square, Suite 530
Indianapolis, IN 46204

Indiana Bar Foundation
230 East Ohio Street, Suite 200
Indianapolis, IN 46204

COMBINED 2004 DISTRICT REPORT, 2006 PRO BONO GRANT APPLICATION, AND 2006 PLAN

Pro Bono District 3

Applicant: Judith Whitelock

Mailing Address: 904 S Calhoun

City: Fort Wayne, IN Zip: 46802

Phone: 260-407-0917 Fax: 260-407-7005

E-mail address: judy@volunteerlawyerneindiana.com Website address: none

Judicial Appointee: David J. Avery

Plan Administrator: Judith Whitelock

Names of Counties served: Adams, Allen, DeKalb, Huntington, LaGrange, Noble, Steuben, Wells, Whitley

Percentage of volunteer attorneys (as defined on page 6) *who accepted a pro bono case in 2004* per registered attorneys in district, i.e. the district's pro bono participation rate 15.6%
To the extent the pro bono participation rate information is available by county, please provide below.

Adams	3.7%	Huntington	16.2%	Steuben	14.7%
Allen	16.5%	LaGrange	7.1%	Wells	17.9%
DeKalb	16.6%	Noble	10.7%	Whitley	7.7%

Amount of grant received for 2005: \$44,000

Amount of grant (2004 & prior years) projected to be unused as of 12/31/05: none

Amount requested for 2006: \$80,125

The following representations, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

Operation under Rule 6.6

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to **Rule 6.6** of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to **Rule 6.6** (f) by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to **Rule 6.6** (g) to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;
- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results; and
- D. submit an annual report to the Commission.

Commitment to Pro Bono Program Excellence

We also understand that ultimately the measure of success for a civil legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

- 1. Participation by the local bar associations and attorneys.** The associations and attorneys believe the program is necessary and beneficial.
- 2. Centrality of client needs.** The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available.
- 3. Program priorities.** The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal providers and other programs serving low-income people to assist in this process.
- 4. Direct representation component.** The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.
- 5. Coordination with state and local civil legal providers and bar associations.** The programs work cooperatively with the local civil legal providers. The partnerships between the civil legal providers and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.
- 6. Accountability.** The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.
- 7. Continuity.** The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff.
- 8. Cost-effectiveness.** The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.

9. Minimization of barriers. The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

10. Understanding of ethical considerations. The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided. The staff and volunteers are respectful of clients and sensitive to their needs.

11. ABA Standards. The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

Explanation of items stricken from the above Letter of Representation:

It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.

Signatures:

Judicial Appointee Signature

Date

Plan Administrator Signature

Date

2006 PLAN SUMMARY

- 1. Please write a brief summary of the 2006 grant request. Please include information regarding your district's planned activities including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion. The grant request should cover needs to be addressed, methods, target audience, anticipated outcomes, and how past difficulties will be addressed.**

Planned activities:

- Referral of clients to individual attorneys for direct representation
- Expansion of the volunteer lawyer panel of attorneys for direct representation
- Development of a pre-bankruptcy filing counseling program to comply with new law
- Development of a program for mediation/arbitration for unrepresented individuals in the family law area to deal with issues of parenting time, support, etc. in cooperation with family law practitioners.
- Participation in Talk To A Lawyer Today with increased local publicity and information
- Continuation of the assisted pro se clinic program for dissolutions with no minor children and no property
- Cooperation with social service agencies by assisting their eligible clients with legal matters
- Institution of a brief advice service during intake periods
- Recognition event for all participating attorneys and paralegals
- Participation with the District 3 and Allen County Bar Association pro bono committees
- Completing term as National Assoc of Pro Bono Professionals president and beginning term as a member of the ABA Standing Committee on Pro Bono and Public Service
- Continuation of presentations on the VLP to community agencies and groups.

Needs to be addressed:

- Number of requests for assistance in family law area and the vast unmet need
- Requirements of the new bankruptcy law for pre-filing counseling
- Legal questions which can be served with brief advice
- Continuing economic pressure in area resulting in more eligible persons.

Methods:

- Continue to increase volunteer participation
- Plan and institute the pre-filing bankruptcy program
- Plan and institute the family law mediation/arbitration program
- Complete the planning for and implement the increased publicity/information for TTALT
- Utilize attorneys able to contribute limited time for brief advice services
- Plan an event to honor and recognize those in District 3 who participated in VLP programs

Target audience:

- The legal community of District 3
- The limited income residents of District 3

Anticipated outcomes:

- Increased participation by attorneys and paralegals
- Successful resolution of legal matters for the limited income residents of District 3
- Expansion of the program's services through the bankruptcy and family law programs

How past difficulties will be addressed:

- Continue to increase efficiency in handling clients and referrals
- Continue to develop additional funding sources
- Add staff as soon as funds are available

2004 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT __3__

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 6A.

Please list each attorney only once in the volunteer attorney column but complete one line for each pro bono case for that attorney.

Definitions:

Case: A legal matter referred to and accepted by a pro bono attorney volunteer. This includes mediation and GAL services.

Volunteer Attorney: An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program. This does not include attorneys who are on the list of pro bono volunteers but who have never taken a case. The case numbers do not include cases screened, only cases actually referred to a pro bono attorney.

Case Type: Please use the abbreviations listed in Indiana Supreme Court Administrative Rule 8(B)(3) or any other defined abbreviation.

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): Volunteer Lawyer Program of Northeast Indiana, Inc.

IOLTA funding accounts for 47.7 % of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding 47.7%.
If this percentage is substantially more than the percentage of IOLTA funding, please explain.

Volunteer Attorney Name	County	Year Case Accepted	Year Case Closed	Number of Hours	Case Type
Volunteer 1	Allen	2003	2004	12.4	MI
		2004	2004	1	GU
Volunteer 2	Allen	2004			GU
Volunteer 4	Allen	2004	2004	10.5	BK
		2004	2004	8	BK
		2004	2004	2	MF
		2004			BK
Volunteer 5	Allen	2004	2004	2	DR
Volunteer 6	Allen	2003	2004	2	DR
		2004			DR
Volunteer 7	Allen	2004			MI
		2004	2004	2	MI
		2004	2004	2	MI
Volunteer 8	Allen	2003	2004	2	SC
Volunteer 9	Monroe	2002	2004	56	DR
Volunteer 10	Wells	2004			MI
TOTAL:		TOTAL:		TOTAL:	
Overall total number of volunteer attorneys:	158	Overall total number of cases accepted or pending:	368	Overall total hours on closed cases:	943.61

Volunteer 11	Noble	2004	2004	1	ES
		2004	2004	5	DR
Volunteer 13	Allen	2004			ES
		2004			MI
		2004			MI
Volunteer 14	Allen	2004	2004	2	MI
Volunteer 17	Wells	2004	2004	4	DR
		2004			DR
Volunteer 18	Allen	2004			MI
		2004	2004	1	MI
Volunteer 20	Allen	2004			AD
Volunteer 21	Allen	2003			BK
	Allen	2004			BK
	Allen	2004			BK
	Allen	2004			BK
Volunteer 22	Allen	2002	2004	31	DR
	Allen	2004			DR
Volunteer 23	Adams	2004	2004	10	DR
Volunteer 24	Allen	2004	2004	1	ES
		2004	2004	1.75	ES
Volunteer 25	Allen	2004			CC
Volunteer 27	Allen	2003	2004	7	DR
		2004			DR
Volunteer 28	Allen	2004	2004	2	GU
		2004			GU
Volunteer 29	Allen	2004	2004	1.25	MH
		2004	2004	1	MH
		2004	2004	.875	MH
		2004	2004	.875	MH
		2004	2004	.75	MH
		2004	2004	.75	MH
		2004	2004	1	MH
		2004	2004	.875	MH
		2004	2004	.875	MH
Volunteer 31	Allen	2004	2004	1	ES
	Allen	2004			MI
Volunteer 32	Huntington	2004			DR
		2004	2004	1	DR
Volunteer 33	DeKalb	2004	2004	2	DR
Volunteer 34	Allen	2002	2004	2	CC
	Allen	2003	2004	3.3	MI
Volunteer 35	Wells	2003	2004	5.57	DR
	Wells	2004			DR
Volunteer 36	Steuben	2004	2004	1	DR
		2004			DR
		2004			DR
Volunteer 37	Allen	2002	2004	37.7	DR
Volunteer 38	Allen	2003	2004	2	GU

		2004			CT
		2004			CT
Volunteer 39	Allen	2004	2004	3	BK
		2004	2004	6	BK
Volunteer 41	DeKalb	2004	2004	4	DR
Volunteer 42	Wells	2004	2004	2	DR
		2004			DR
Volunteer 43	Allen	2003	2004	3.25	DR
Volunteer 44	Whitley	2004	2004	2	DR
Volunteer 45	Allen	2004	2004	1	DR
		2004	2004	2	DR
Volunteer 46	Allen	2004	2004	1	CT
		2004			CT
		2004			CT
Volunteer 47	Allen	2003	2004	15	DR
Volunteer 49	Allen	2003			DR
		2004	2004	.75	MH
		2004	2004	.75	MH
		2004	2004	1	MH
		2004	2004	.625	MH
		2004	2004	.625	MH
		2004			DR
Volunteer 51	Allen	2003			DR
		2004			DR
Volunteer 52	Allen	2004			CT
Volunteer 53	Allen	2004	2004	11.55	GU
		2004	2004	1	ES
		2004	2004	15.55	ES
Volunteer 54	Allen	2004			DR
Volunteer 55	Allen	2003	2004	5	BK
		2004	2004	1	BK
Volunteer 57	Allen	2004	2004	4	MI
		2004	2004	1	MI
		2004			MI
Volunteer 59	Allen	2004	2004	1	MI
Volunteer 61	Allen	2002	2004	15	CC
		2004			CC
Volunteer 64	Noble	2004	2004	3	DR
Volunteer 65	Allen	2003			GU
		2004	2004	1	GU
Volunteer 66	Allen	2003	2004	13.5	DR
		2004			DR
Volunteer 67	Allen	2004			DR
Volunteer 69	Allen	2004			CT
		2004			MI
Volunteer 70	Allen	2003			BK
		2004			BK
		2004			BK
		2004			BK

Volunteer 71	Huntington	2003	2004	4	DR
Volunteer 73	Allen	2004	2004	1	DR
Volunteer 76	Allen	2004	2004	2	ES
		2004	2004	8	MI
Volunteer 77	Huntington	2004	2004	1	DR
Volunteer 79	Allen	2004			MI
Volunteer 80	Allen	2004	2004	1	MI
Volunteer 81	Allen	2004	2004	1.5	MI
Volunteer 82	Allen	2004			GU
Volunteer 83	Allen	2002			DR
		2002			DR
		2004			GU
Volunteer 84	Allen	2004			DR
Volunteer 86	Allen	2004			DR
Volunteer 87	Allen	2004	2004	6.3	DR
		2004			DR
Volunteer 88	Allen	2003	2004	10.9	GU
Volunteer 89	Allen	2004			DR
Volunteer 90	Allen	2004			BK
		2004	2004	1.4	AD
Volunteer 91	Allen	2004	2004	1.4	CC
Volunteer 93	Allen	2004			MI
Volunteer 94	Allen	2003	2004	12.1	BK
		2003			BK
		2003	2004	10.2	BK
		2004			BK
		2004			BK
		2004			BK
Volunteer 95	Allen	2004			CC
Volunteer 96	DeKalb	2003			DR
		2004	2004	6.4	DR
		2004	2004	1	DR
		2004			DR
Volunteer 99	Allen	2004	2004	1	MI
Volunteer 100	Allen	2004	2004	1	GU
		2004			GU
Volunteer 101	Allen	2003	2004	20	BK
		2004	2004	1	BK
		2004	2004		BK
		2004	2004		BK
Volunteer 102	DeKalb	2004	2004	1	DR
		2004	2004	1	DR
Volunteer 103	Allen	2004			GU
		2004	2004	14	GU
		2004	2004	1	GU
Volunteer 104	Allen	2003	2004	5	DR
		2004	2004	1	SC
		2004	2004	1.5	MH
		2004	2004	1.5	MH

		2004	2004	1.5	MH
		2004	2004	1	MH
		2004	2004	.75	MH
		2004	2004	.75	MH
		2004	2004	.75	MH
		2004	2004	.25	MH
		2004	2004	1	MH
		2004	2004	1	MH
Volunteer 105	Steuben	2003			DR
Volunteer 107	Allen	2003			MI
		2003	2004	1	MI
		2004			MI
Volunteer 108	Allen	2004	2004	4	MI
Volunteer 109	Huntington	2003	2004	1	DR
Volunteer 110	Allen	2003	2004	7	BK
		2004	2004	7	BK
Volunteer 111	Allen	2004			DR
Volunteer 113	Allen	2004			MF
Volunteer 114	Allen	2004	2004	2.6	DR
Volunteer 116	Steuben	2003	2004	12.9	DR
		2004			DR
		2004			DR
		2004			BK
Volunteer 117	Allen	2004			BK
		2004			BK
		2004			BK
Volunteer 118	Allen	2004	2004	2	MI
		2004	2004	8.5	MI
Volunteer 119	Allen	2004	2004	1	MI
Volunteer 120	LaGrange	2003	2004	4	DR
Volunteer 121	Whitley	2004	2004	7.6	DR
Volunteer 122	Allen	2004	2004	1	BK
		2004			BK
Volunteer 123	Allen	2004			MI
		2004			MI
Volunteer 124	Allen	2004			CT
Volunteer 125	Huntington	2004			DR
Volunteer 126	Allen	2003	2004	18.4	BK
		2002	2004	1	BK
		2004	2004	1	BK
		2004	2004	1	BK
Volunteer 127	Allen	2004	2004	4	CT
Volunteer 128	Huntington	2004	2004	3.5	MI
		2004			DR
		2004			CC
Volunteer 129	Allen	2004			BK
Volunteer 130	Allen	2002	2004	10	MI
		2004			MI
Volunteer 131	Allen	2004			DR

Volunteer 132	Allen	2004			CC
		2004			CC
Volunteer 133	Wells	2004			DR
Volunteer 135	Allen	2003	2004	10	DR
Volunteer 137	Allen	2003	2004	1	CC
		2004	2004	1	CC
		2004	2004	.67	MH
		2004	2004	.67	MH
		2004	2004	.67	MH
		2004	2004	.5	MH
		2004	2004	.5	MH
		2004	2004	.5	MH
		2004	2004	.4	MH
		2004	2004	.5	MH
		2004	2004	.5	MH
Volunteer 138	Allen	2004	2004	1	CT
		2004			CC
Volunteer 139	Allen	2004	2004	10	DR
		2004	2004	2	PO
Volunteer 140	DeKalb	2004	2004	1	DR
Volunteer 141	Allen	2003			BK
		2004	2004	4	BK
		2004	2004	4	BK
		2004	2004	1	BK
Volunteer 142	Allen	2004	2004	6.5	DR
Volunteer 143	Allen	2004	2004	8	CC
Volunteer 144	Allen	2003	2004	8	CC
		2004	2004	4.9	SC
		2004			SC
Volunteer 147	Allen	2003	2004	1	DR
		2004			DR
Volunteer 149	Allen	2004			MI
		2004			MI
Volunteer 150	Allen	2003			MI
Volunteer 151	Steuben	2004	2004	1	ES
		2004	2004	2	MI
		2004	2004	1	MI
Volunteer 152	Allen	2003			MI
		2004			CC
Volunteer 153	Allen	2004			BK
		2004			BK
Volunteer 154	Allen	2004	2004	1	BK
		2004			BK
Volunteer 146	Allen	2004			MI
Volunteer 155	Allen	2004			BK
		2004	2004	5	BK
		2004			BK
		2002			MF
Volunteer 156	Steuben	2003	2004	8	DR

		2003	2004	4	DR
		2004			DR
		2004	2004	2	SC
Volunteer 157	Allen	2004			BK
Volunteer 158	DeKalb	2004	2004	1	DR
		2004			DR
		2003	2004	8	DR
Volunteer 159	Allen	2004			DR
		2004	2004	9	DR
Volunteer 160	Allen	2003			
		2001	2004	25	DR
		2004			DR
Volunteer 161	Allen	2004	2004	1	MH
		2004	2004	1	MH
		2004	2004	1	MH
		2004	2004	1.75	MH
Volunteer 162	Allen	2004			MI
		2003	2004	1	MI
Volunteer 163	Allen	2004	2004	2	MI
Volunteer 164	Allen	2004	2004	1	BK
		2004	2004	1.75	BK
Volunteer 165	Allen	2002			DR
		2004			DR
Volunteer 166	Allen	2004	2004	6.6	DR
		2003	2004	14	DR
Volunteer 167	Allen	2004	2004	2.5	CC
Volunteer 169	Allen	2004	2004	9.5	GU
		2004			GU
Volunteer 170	Allen	2003	2004	10	DR
		2004			DR
		2004			DR
Volunteer 171	Allen	2002	2004	5	BK
		2004	2004	4	BK
		2004	2004	4	BK
		2004			BK
Volunteer 172	Allen	2002	2004	81	DR
		2004	2004	1	DR
Volunteer 173	Allen	2003	2004	5.7	BK
		2004			BK
		2004			BK
		2004			MI
Volunteer 174	Allen	2004	2004	2	MF
Volunteer 175	Allen	2003			MI
		2004	2004	1.5	GU
		2004	2004	3.85	GU
Volunteer 176	Allen	2004	2004	3	BK
		2004	2004	3	BK
Volunteer 177	Allen	2004	2004	2	MI
		2004	2004	17.9	GU

Volunteer 178	Allen	2002			AD
Volunteer 179	Allen	2004			DR
Volunteer 180	Allen	2003	2004	8	DR
Volunteer 181	Noble	2004			ES
Volunteer 182	Allen	2004	2004	1.75	MH
		2004	2004	.75	MH
		2004	2004	1	MH
		2004	2004	1	MH
		2004	2004	1	MH
		2004	2004	.75	MH
		2004	2004	.5	MH
		2004	2004	.5	MH
Volunteer 183	Allen	2004	2004	.5	MH
		2004	2004	.75	MH
Volunteer 185	Allen	2004	2004	1.6	MH
		2004	2004	.875	MH
		2004	2004	.875	MH
		2004	2004	1.25	MH
		2004	2004	1.25	MH
		2004	2004	.75	MH
		2004	2004	.75	MH
		2004	2004	.75	MH
		2004	2004	.625	MH
		2004	2004	.625	MH
		2004	2004	.625	MH
		2004	2004	.625	MH
Volunteer 186	Allen	2004	2004	1.75	MH
		2004	2004	.8	MH
		2004	2004	.75	MH
		2004	2004	.75	MH
		2004	2004	.75	MH
Volunteer 187	Allen	2004	2004	1.1	MH
		2004	2004	.75	MH
		2004	2004	.75	MH
		2004	2004	.5	MH
		2004	2004	.34	MH
		2004	2004	.34	MH
		2004	2004	.34	MH
		2004	2004	.75	MH
		2004	2004	.75	MH
		2004	2004	.67	MH
		2004	2004	.67	MH
		2004	2004	.67	MH
Volunteer 188	Allen	2004	2004	1	DR
Volunteer 189	Allen	2004	2004	.75	MH
		2004	2004	1	MH
		2004	2004	1	MH
Volunteer 190	Allen	2004	2004	1	MH
		2004	2004	.8	MH

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): _____

IOLTA funding accounts for ____ % of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding _____. If this percentage is substantially more than the percentage of IOLTA funding, please explain.

[illegible]

2004 REPORT OF VOLUNTEER ATTORNEY LIMITED INFORMATION ACTIVITY IN DISTRICT 3

This limited legal information chart can include activities such as pro se clinics and call-in or walk-in informational services.

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 7A.

Please list each attorney only once in the volunteer attorney column but complete one line for each type of legal information activity for that attorney.

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): Volunteer Lawyer Program of Northeast Indiana, Inc.

Volunteer Attorney Name	County	Type of Activity	Number of Hours
Attorney 192	Allen	Talk To A Lawyer Today	2
Attorney 4	Allen	Same	2
Attorney 7	Allen	Same	2
Attorney 19	Allen	Same	2
Attorney 27	Allen	Same	2
Attorney 29	Allen	Same	2
Attorney 39	Allen	Same	2
Attorney 51	Allen	Same	2
Attorney 193	Allen	Same	2
Attorney 194	Allen	Same	2
Attorney 85	Allen	Same	2
Attorney 94	Allen	Same	2
Attorney 195	Allen	Same	2
Attorney 100	Allen	Same	2
Attorney 196	Allen	Same	2
Attorney 104	Allen	Same	2
Attorney 116	Steuben	Same	2
Attorney 131	Allen	Same	2
Attorney 197	Allen	Same	2
Attorney 156	Steuben	Same	2
Attorney 198	Allen	Same	2
Attorney 164	Allen	Same	2
Attorney 199	Allen	Same	2
Attorney 172	Allen	Same	2
Attorney 200	Allen	Same	2
Attorney 201	Allen	Same	2
Attorney 179	Allen	Same	2
Attorney 73	Allen	Pro Se Clinics	16
TOTAL:			TOTAL:
OVERALL VOLUNTEER ATTORNEY TOTAL:	28 attorneys		OVERALL HOURS TOTAL: 70

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): _____

[illegible]

2004 REPORT

Please list your District's 2004 activities--including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion--in chronological order.

<u>Date</u>	<u>Activity</u>
January 6	EJC – Beyond the Basics Design Team conference call
January 7	Talk To A Lawyer Today CLE video
January 14	Talk To A Lawyer Today CLE video
January 19	Talk To A Lawyer Today – all day event
January 26	VLP Board meeting
January 29	National Assn of Pro Bono Professionals conference call
February 6	Allen County Bench & Bar Conference
February 18	VLP Pro Se Divorce Clinic
February 23	ACBA Pro Bono Committee
February 26	ACBA Family Law CLE
March 9	IN Pro Bono Committee conference call
March 17	VLP Pro Se Divorce Clinic
March 29	ACBA Pro Bono Committee subcommittee
April 14 – 17	Equal Justice Conference – Atlanta
April 20	ACBA Pro Bono Committee
April 26	VLP Board meeting
April 28	Meeting with grantor representative
April 29-30	ISBA Spring meeting – Plan Administrators Mimi-Retreat
June 3	ACBA Pro Bono Committee subcommittee meeting
June 22	VLP Pro Se Divorce Clinic
June 28	ACBA Pro Bono Committee
	Ft Wayne Foundation – GO! Series initial meeting (of non-profits)
July 20	VLP Pro Se Divorce Clinic
July 26	VLP Board meeting
July 30	ACBA Family Law CLE
August 4	Law School Pro Bono & Mentoring conference call
August 10	VLP Pro Se Divorce Clinic
August 12	ACBA Family Law CLE
August 31	Ft Wayne Foundation – GO! Series meeting
September 14	VLP Pro Se Divorce Clinic
October 13	ABA Center for Pro Bono Quarterly Conference Call
October 15	Plan Administrators Retreat & Randall Shepard Award Dinner, Indianapolis
October 18	Ft Wayne Foundation – GO! Series meeting
October 21-22	National Assoc of Pro Bono Professionals mid-year meeting, Chicago
October 25	VLP Board meeting
October 26	VLP Pro Se Divorce Clinic
November 10	TTALT Conference call
November 16	District 3 Pro Bono Committee
November 22	National Assoc of Pro Bono Professionals conference call
November 23	VLP Pro Se Divorce Clinic
December 3	District 3 Pro Bono Committee
December 13	Talk to A Lawyer Today CLE video
December 16	VLP presentation to Catholic Charities
December 23	VLP Board sub-committee meeting

2004 REPORT

Please provide a short summary of how the provision of pro bono service is coordinated in your district, including the intake process, the relationships of pro bono providers in the district, how referrals are made, and how reporting is done.

Coordination of pro bono service in the district

There are several sources of pro bono assistance in District 3. The VLP of Northeast Indiana provides services by the attorneys in private practice who have volunteered to offer legal representation to those who meet the financial eligibility requirements. Additionally, the Allen County Bar Association offers a call-in opportunity, staffed by volunteer attorneys, every Tuesday evening. The Fort Wayne office of Indiana Legal Services has staff attorneys who accept clients according to their program priorities. The programs all participate on the District 3 Pro Bono committee. Each program routinely refers callers to the provider who best meets their needs.

Intake Process

VLP telephone intakes are accepted Mondays through Thursday from 9:00 am to 11:30 am. Callers are first screened for problem and financial eligibility, then details of the legal issue are gathered. Ineligible callers, either because of the nature of the problem or financial circumstances, are given other resource information. VLP also receives intakes from social service providers who clients have legal issues and needs.

Relationship of Pro Bono Providers

All providers are represented and active on the Allen County Bar Association Pro Bono Committee and the board of directors of the Volunteer Lawyer Program of Northeast Indiana, Inc. We do not have "competing" programs, no do we seek funding from the same sources.

VLP Referrals

After the initial assessment of eligibility, the client is asked to provide additional information on the matter and to sign a retainer agreement. Further review is then done to determine the potential for placement and the appropriate placement. Referrals to private attorneys for initial consultation and possible direct representation are made by sending a memo with the names of all parties and type of matter so that conflict, scheduling, etc. can be checked by the attorney. A letter is then sent to the client with the attorney information and instruction to contact the attorney for an appointment.

VLP Reporting

Case initial acceptance and case closing forms are sent to the attorney with the case materials. Additionally, periodic "Case Update" reports are sent to each attorney with an open case. Attorneys are requested to report the results of each case and the hours spent on representation.

2004 statistics show a good increase in number of attorneys, number of cases and number of hours reported. The recognition event (held early in 2005) was excellent. The needed improvement of the site for TTALT was accomplished. There was a successful implementation of the Mental Health representation program. Contacts with social services agencies increased with in-person presentations.

Paralegals contributed thirty-five hours of time to VLP.

Please describe any special circumstances, including difficulties encountered, affecting your District's 2004 implementation of its plan.

Primary problem is a scarcity of financial resources. A strong second is the pressure on the available time of the plan administrator.

BUDGETS FOR 2004, 2005 AND 2006 FOR IOLTA FUNDS ONLY

Cost Category	2004 Actual Expenditures	2004 Budget	2005 Actual Expenditures To Date	2005 Budget	2006 Budget
A. PERSONNEL COSTS					
1. Plan Administrator	16,500	27,000	13,132	28,500	29,900
2. Paralegals	0	0	0	0	0
3. Others- Please explain	0	10,480	0	0	0
4. Employee benefits					
a. Insurance	3,915	10,224	8,468	10,500	11,025
b. Retirement plans	0	0	0	0	0
c. Other- Please explain	0	0	0	0	0
5. Total Personnel Costs	20,415	47,704	21,600	39,000	40,925
B. NON-PERSONNEL COSTS					
1. Occupancy	16,500	27,000	11,250	27,000	27,000
2. Equipment rental – in #1					
3. Office supplies	527	1,854	723	3,300	2,500
4. Telephone	526	500	395	600	650
5. Travel	0	370	0	400	400
6. Training	0	2,000	0	1,600	1,600
7. Library	0	0	0	0	0
8. Malpractice Insurance	975	1,200	0	1,200	1,200
9. Dues and fees	150	160	215	175	200
10. Audit	0	1,200	0	0	0
11. Contingent reserve	0	0	0	0	0
12. Litigation reserve	0	0	0	0	0
13. Marketing and promotion		0	500	500	500
14. Attorney recognition	1,267	3,000	1,656	2,500	2,500
15. Litigation Expenses (includes expert fees)	0	0	0	0	0
16. Property Acquisition	0	0	0	660	650
17. Contract Services	1,640	3,000	0	3,000	2,000
18. Grants to other pro bono providers	0	0	0	0	0
19. Other- Please explain	0	0	0	0	0
20. Total Non-Personnel Costs	21,585	40,284	14,739	40,935	39,200
C. TOTAL EXPENDITURES	42,000	87,988	36,339	79,935	80,125

IOLTA funds received **2004:** \$_42,000

IOLTA funds received **2005:** \$_44,000

Budget Narrative

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided.

Lines (A)(1), (2), (3) Please indicate the number of hours per week for each personnel position and rate of pay.

Line (A)(1) 32 hours a week plus additional as required for clinics, meetings, seminars, and additional work at home. Salary is an annual salary.

The plan administrator is currently in the second year of a two year term as national president of the National Association of Pro Bono Professionals. She will become a member of the ABA Standing Committee on Pro Bono & Public Service this fall for a two-year term.

Line (B)(1) Please describe the occupancy cost in terms of square footage, utilities or other amenities and indicate whether the occupancy cost is above or below the market rate for that space.

Line (B)(1) The occupancy cost includes full-time receptionist service, and runner service as needed (shared with all others in the complex). The receptionist is available and utilized for a number of VLP tasks.

All utilities are included – gas, electric, water, and local phone service. Other amenities include phone system, copier, fax service, file cabinets, storage cabinet, use of all common areas and furnishings for those areas including lobby, conference rooms, work room, kitchen, and space and furnishings for an assistant which is used by VLP volunteers. Also included are interior and exterior maintenance, cleaning services and snow removal.

Occupancy cost as related to market rate – the owner consistently reduces the rent for the VLP space, in addition to generously accommodating special events such as the Talk To A Lawyer Today program, which took over both all this suite's conference rooms and all the conference rooms in another building a block away owned by him.

ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:

January 1:	Checks distributed
July 1:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
December 1:	IBF grant agreement due and revised budget due